

JOB ANNOUNCEMENT

Administrative Specialist

Reports to: Assistant Director

Duties and Responsibilities:

Seeking a reliable, responsible person to coordinate the Meals on Wheels, Home Modification, Emergency Response Program (ERS), Transportation, Dental and Indigent Burial Programs. Responsible for processing the quarterly journal or other newsletters as well as the designing of other flyers needed for events or activities. Participates in weekly Commission meeting and prepares meeting minutes, when necessary. Work with Executive Assistant in performing daily activities of the office.

Requirements:

Must be a veteran of the Armed Forces of the United States who received an Honorable Discharge or, if a qualified veteran is not available, the spouse, surviving spouse, child or parent of a veteran.

Hours of Employment:

Monday- Friday 8:00 a.m. – 4:30 p.m.

Compensation: \$14.90 per hour, excellent benefits

Deadline for Applying: Friday August 10, 2012 at 4:00 p.m.

An application, job description and complete list of the job requirements may be obtained at the Veterans Service Commission, located at the Veterans Memorial Building, 250 West Broad Street, Columbus, Ohio 43215. The application must be returned with a résumé and cover letter by the deadline mentioned above. Proof of veteran status must be provided.